United Nations ST/IC/2009/29

Secretariat

10 August 2009

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **No smoking policy at United Nations Headquarters premises**

1. The purpose of the present information circular is to communicate to all staff the measures taken by the Organization with regard to the implementation of General Assembly resolution 63/8 entitled "Smoke-free United Nations premises".

2. The present circular applies to all established United Nations Headquarters premises. It does not apply to separately administered funds and programmes, which are responsible for establishing their own policies on the subject, or to peacekeeping operations or technical assistance projects, for which separate policies are in effect.

3. With the adoption of resolution 63/8 on 3 November 2008, the General Assembly decided to implement a complete ban on smoking at United Nations Headquarters indoor premises and on sales of tobacco products at United Nations Headquarters premises. The Assembly also recommended the implementation of a complete ban on smoking at all United Nations indoor premises, including regional and country offices throughout the United Nations system, and the implementation of a complete ban on sales of tobacco products at all United Nations premises.

4. In order to ensure compliance with the above-mentioned resolution, staff are informed that, effective immediately, smoking at United Nations Headquarters indoor premises and annexes in New York is fully banned and that tobacco products will no longer be sold at United Nations Headquarters premises in New York.

5. Smokers are reminded that ashtrays have been placed at all entrances to the Secretariat Building so that they can extinguish their cigarettes before entering the premises. Exterior smoking areas are located at the South Courtyard and the North Rose Garden, level 1B, of the Conference Building. In taking these measures, due consideration has been given to the health and rights of non-smokers, bearing in mind that studies have linked second-hand smoking to cancer as well as to cardiovascular and respiratory diseases.

6. Smokers who wish to participate in a six-week monitored smoking cessation programme are reminded that they may contact the Medical Services Division (extension 3-7080).

* The present circular will be in effect until further notice.

09-45249 (E) 130809

Please recycle

7. The Assistant Secretary-General for Central Support Services at Headquarters, the Director-Generals of the United Nations Offices at Geneva, Nairobi and Vienna, and the executive secretaries of the regional commissions for Asia and the Pacific, Latin America and the Caribbean, Africa, and Western Asia are responsible for the implementation of the ban on smoking at their respective duty stations.

United Nations ST/IC/2009/30

Secretariat

19 August 2009

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2008-30 June 2009**

1. The purpose of the present circular[1] is to continue to inform staff members of the practice of the Secretary-General in exercising his authority in disciplinary matters under article X of the United Nations Staff Regulations, and to implement paragraph 17 of resolution 59/287, in which the General Assembly requested the Secretary-General to ensure that all staff of the Organization are informed of the most common examples of misconduct and/or criminal behaviour and their disciplinary consequences, including any legal action, with due regard to the protection of the privacy of the staff member(s) concerned. This circular covers the period from 1 July 2008 to 30 June 2009.

2. Effective 1 July 2009 a new system of administration of justice in the United Nations came into force. In particular, the Joint Disciplinary Committee was abolished on 30 June 2009. A summary of the new system as it affects disciplinary matters will be set out in next year's report. In addition, revised Staff Regulations and provisional Staff Rules were promulgated effective 1 July 2009 in documents ST/SGB/2009/6 (Staff Regulations) and ST/SGB/2009/7 (Staff Rules). The references in section I below are to the Staff Regulations and Rules that were in effect before 1 July 2009 and to the internal justice system and disciplinary machinery that was applicable during the reporting period.

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* The present circular is in effect until further notice.

[1] Previous circulars covering the period from January 2000 to June 2008 were issued as ST/IC/2002/25, ST/IC/2004/28, ST/IC/2005/51, ST/IC/2006/48, ST/IC/2007/47 and ST/IC/2008/41.

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I. Overview of administrative machinery in disciplinary matters

A. Rules governing the conduct of staff members[2]

3. Article 101, paragraph 3, of the Charter of the United Nations states that the "paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and **integrity**" (emphasis added).

4. Article I of the Staff Regulations and chapter I of the Staff Rules, both entitled "Duties, obligations and privileges", set out the basic values expected of international civil servants because of their status, as well as particular manifestations of such basic values. Particular reference is made to staff regulation 1.2 and staff rule 101.2 for specific instances of expected or prohibited conduct.

B. Misconduct

5. Article X of the former Staff Regulations, entitled "Disciplinary measures", provided in regulation 10.2 that "the Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory". Staff rule 110.1, on misconduct, provided that "failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct ... leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct". Similarly, staff rule 101.2 (a) provided that "disciplinary procedures ... may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules, and all administrative issuances". Within those parameters, the Secretary-General has broad discretion in determining what constitutes misconduct and in imposing disciplinary measures. Administrative instruction ST/AI/371, on revised disciplinary measures and procedures,[3] provides further examples of conduct for which disciplinary measures may be imposed.

C. Due process

6. Where the head of office or responsible officer believes, on the basis of an investigation, that disciplinary procedures may be warranted, he or she will refer the matter to the Assistant Secretary-General for Human Resources Management for a

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[2] For a full overview of relevant provisions, see Secretary-General's bulletin ST/SGB/2002/13, entitled "Status, basic rights and duties of United Nations staff members", issued at the request of the General Assembly. Provisions relating to the status, rights and obligations of staff members, and to disciplinary matters, can also be found in the electronic Human Resources Handbook under "Status, basic rights and duties" and "Disciplinary".

[3] Also relevant is Secretary-General's bulletin ST/SGB/2008/5 (Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority).

decision on whether to pursue the matter as a disciplinary case.[4] During the period covered by the report, preliminary investigations were undertaken by the head of office or his or her designees, or by the Office of Internal Oversight Services, at its own initiative or at the request of the head of office.

7. If the Assistant Secretary-General for Human Resources Management decided to pursue the matter as a disciplinary case, the first step was to notify the staff member in writing of the allegations as well as of his or her right to seek the assistance of counsel. The staff member was given a reasonable opportunity to respond to the allegations. In the light of the comments provided by the staff member, it was decided whether to close the case, to refer it to a Joint Disciplinary Committee for advice or to summarily dismiss the staff member.

8. While the Secretary-General has broad discretionary authority in deciding upon an appropriate measure in each case, no staff member could be subjected to disciplinary measures until the matter had been referred to a Joint Disciplinary Committee for advice as to what measures, if any, were appropriate. Such referral to a Joint Disciplinary Committee could be waived when the staff member concerned and the Secretary-General agreed on a disciplinary measure and the proceedings would have therefore served no valid purpose. When the seriousness of the case warranted summary dismissal, prior referral to a Joint Disciplinary Committee was not required; however, staff members who had been summarily dismissed could, at their initiative, seek a review of their case by a Joint Disciplinary Committee. All staff members subjected to disciplinary measures ultimately had recourse to the United Nations Administrative Tribunal.[5]

D. Disciplinary measures

9. Former staff rule 110.3 provided that disciplinary measures can take one or more of the following forms (i.e., more than one measure can be imposed in each case):

(a) Written censure by the Secretary-General;

(b) Loss of one or more steps in grade;

(c) Deferment, for a specified period, of eligibility for within-grade increment;

(d) Suspension without pay;

(e) Fine;

(f) Demotion;

(g) Separation from service, with or without notice or compensation in lieu thereof;

(h) Summary dismissal.

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[4] The director of mission support in a mission refers the case to the Department of Field Support at Headquarters, which refers the matter to the Office of Human Resources Management if it concurs with the mission.

[5] Numerous judgements of the United Nations Administrative Tribunal relate to disciplinary measures and show the practice of the Secretary-General for those cases brought before the Tribunal. Digests of those cases can be found in the online "Case and Jurisprudence Digest" (see http://webfarmext.un.org/hrmtribunal).

10. In determining the appropriate measure, each case was decided on its own merits, taking into account the particulars of the case, including aggravating and extenuating circumstances.

E. Other measures

11. Reprimands, written or oral, by a supervisory official are not considered disciplinary measures. Like warnings or letters of caution, they are administrative/managerial measures. However, they are also important measures for upholding standards of proper conduct and promoting accountability. Where inappropriate behaviour affects performance, the issue is addressed in the context of performance management. This may include training, counselling, withholding of salary increments, non-renewal of contract or termination of appointment.

II. Summary of cases for which the Secretary-General imposed a disciplinary measure during the period from 1 July 2008 to 30 June 2009

12. For each case that led to the imposition of one or more disciplinary measures, a summary is provided below indicating the nature of the misconduct and the disciplinary measure(s) imposed by the Secretary-General. The function or other particulars of the staff member are provided only when they played a role as aggravating circumstances in determining the measures to be taken. Conduct issues that were dealt with by means other than disciplinary measures are not listed.

13. Not every case brought to the attention of the Secretary-General results in disciplinary or other measures being taken. When a review by the Office of Human Resources Management reveals that there is not sufficient evidence to pursue a matter as a disciplinary case or when a staff member provides a satisfactory explanation in response to allegations, the case is closed and the staff member is considered cleared of the allegations. Cases may also be closed when a staff member retires or is otherwise separated from the Organization before disciplinary proceedings are concluded, as the Secretary-General does not have the authority to impose disciplinary measures on former staff members. In such cases, a record is made and placed in the official status file.

A. Abuse of authority/harassment

14. A staff member verbally abused her supervisor with insults.

Disposition: written censure after waiver of referral to a Joint Disciplinary Committee.

15. A staff member abused his authority by ordering the creation of passages in the walls between two United Nations compounds so that persons could pass between the two compounds without passing through security checkpoints, which resulted in the theft of United Nations assets.

Disposition: separation from service after advice of a Joint Disciplinary Committee.[6]

[6] This case may also be classified as one of theft/misappropriation.

16. A staff member abused his authority by directing staff members under his supervision to falsify the official records of the Organization with the intent to conceal daily fuel thefts.

Disposition: summary dismissal.

17. A staff member verbally abused both a colleague and a supervisor.

Disposition: written censure and loss of three steps within grade without possibility of promotion for a two-year period after waiver of referral to a Joint Disciplinary Committee.

B. Fraud/misrepresentation

18. Three staff members misused United Nations telephone personal identification number (PIN) codes assigned to other staff members.

Disposition: censure and loss of one step in grade after waiver of referral to the Joint Disciplinary Committee.

19. A staff member engaged in forgery, fraud and falsification of official United Nations records with the intent to defraud the Organization.

Disposition: summary dismissal.

20. A staff member created a fictitious United Nations employment attestation on United Nations letterhead to obtain an entry visa for a non-United Nations staff member.

Disposition: summary dismissal.

21. A staff member misused United Nations letterhead to secure work permits for non-United Nations staff members, including using false and misleading information that placed a financial obligation on the Organization.

Disposition: summary dismissal.

22. A staff member misused United Nations telephone PIN codes assigned to other staff members.

Disposition: censure after waiver of referral to a Joint Disciplinary Committee.

23. A staff member fraudulently used United Nations training funds with the intent to defraud the Organization.

Disposition: written censure and demotion by one grade without possibility of promotion for two years after advice of a Joint Disciplinary Committee.

24. A staff member knowingly arranged a trip outside the mission area without authorization, and falsely claimed illness to the supervisor.

Disposition: written censure and a one-year deferment for a within-grade increment after advice of a Joint Disciplinary Committee.

25. A staff member misused a United Nations-issued mobile telephone for private calls, and deliberately failed to declare these private calls through the United Nations mobile billing systems in order to avoid payment.

Disposition: written censure and a fine of two months' net base salary after advice of a Joint Disciplinary Committee.

26. A staff member used his position to enter into a private transaction involving the sale of United Nations property to a third party.

Disposition: separation from service after advice of a Joint Disciplinary Committee.

27. A staff member knowingly submitted false information in support of an application for financial assistance from staff mutual funds.

Disposition: summary dismissal.

28. Two staff members improperly collected visa fees and passport registration fees from newly appointed staff under the false pretences that fees were required.

Disposition: summary dismissal.

C. Theft/misappropriation

29. A staff member attempted to steal a chair from the Organization.

Disposition: loss of one step in grade and a two-year deferment for a within-grade increment after waiver of referral to a Joint Disciplinary Committee.

30. A staff member forged the signature of his supervisor in attempting to steal three barrels of fuel belonging to the Organization.

Disposition: summary dismissal.

31. A staff member attempted to steal eight jerry cans filled with diesel fuel belonging to the Organization.

Disposition: separation from service after advice of a Joint Disciplinary Committee.

32. Two staff members stole vehicles belonging to the United Nations.

Disposition: separation from service after advice of a Joint Disciplinary Committee.

33. A staff member stole food rations from a United Nations warehouse.

Disposition: summary dismissal.

34. A staff member attempted to misappropriate printer cartridges belonging to the Organization with the intent to resell them for private financial gain.

Disposition: summary dismissal.

35. A staff member attempted to steal jewellery belonging to a visitor to the United Nations.

Disposition: written censure, loss of three steps in grade and a two-year deferment for a within-grade increment after advice of a Joint Disciplinary Committee.

36. A staff member stole diesel fuel for personal use by falsifying the official records of the Organization.

Disposition: summary dismissal.

37. A staff member took property belonging to the Organization without authorization including chairs, a calculator, a DVD/VCR player, a wall clock and an electric fan.

Disposition: summary dismissal.

38. A staff member stole fuel from a United Nations vehicle.

Disposition: separation from service after advice of a Joint Disciplinary Committee.

D. Sexual exploitation and sexual abuse

39. A staff member engaged in sexual exploitation and abuse by paying prostitutes for sexual intercourse.

Disposition: summary dismissal.

E. Computer-related misconduct

40. A staff member regularly sent, received and stored large quantities of pornographic material using the Organization's information and communications technology resources, and distributed this material to a large mailing list of United Nations colleagues.

Disposition: summary dismissal.

41. A staff member knowingly and wilfully received, downloaded and stored pornographic materials on the United Nations computer system.

Disposition: written censure and a fine of three months' net base salary after waiver of referral to a Joint Disciplinary Committee.

42. A staff member used his United Nations computer to store pornographic material, which was found in his trash bin after deletion.

Disposition: written censure after advice of a Joint Disciplinary Committee.

F. Other

43. A staff member assaulted another staff member by attempting to strangle him, including brandishing a knife and threatening to kill him. The staff member also carried unauthorized passengers in a United Nations vehicle.

Disposition: withdrawal of driving privileges, demotion by one grade level and withdrawal of all supervisory duties for a period of two years after advice of a Joint Disciplinary Committee.

44. A staff member sexually assaulted another staff member.

Disposition: written censure after advice of a Joint Disciplinary Committee.

45. A staff member improperly solicited moneys from United Nations staff members and persons external to the Organization in connection with a fraudulent investment scheme and engaged in outside activities related to the scheme without obtaining the Secretary-General's approval.

Disposition: summary dismissal.

46. A staff member intervened in local political affairs as a member of a political organization in violation of the duty of independence and impartiality as an

international civil servant. The staff member also led a raid in a local village during the course of which the villagers were threatened and detained.

Disposition: written censure after waiver of referral to a Joint Disciplinary Committee.

47. A staff member failed to honour his private legal obligations by neglecting to pay a creditor and failing to provide information to the Secretary-General concerning the fulfilment of his private financial obligations when specifically requested to do so.

Disposition: written censure after advice of a Joint Disciplinary Committee.

48. A staff member sexually harassed three new female staff members.

Disposition: demotion of one grade, with no possibility of promotion for two years; a written censure; attendance at counselling with the Staff Counsellor's office; and reassignment to another section, after waiver of referral to a Joint Disciplinary Committee.

49. A staff member physically and verbally assaulted another United Nations staff member while on duty.

Disposition: summary dismissal.

50. A staff member failed to file a financial disclosure statement for 2005.

Disposition: written censure and a fine of two months' net base salary after advice of a Joint Disciplinary Committee.

51. A staff member engaged in acts of voyeurism in the men's toilets.

Disposition: written censure and a fine of one month's net base salary after waiver of referral to a Joint Disciplinary Committee.

52. A staff member sexually harassed six staff members.

Disposition: written censure after advice of a Joint Disciplinary Committee.

53. A staff member failed to honour private legal obligations.

Disposition: written censure after advice of a Joint Disciplinary Committee.

54. A staff member was found in possession of a controlled substance in violation of local laws and assisted a colleague to use the United Nations diplomatic pouch to send packages for private purposes in violation of the local law.

Disposition: demotion of one grade, deferral of eligibility for a promotion for a period of two years and written censure after waiver of referral to a Joint Disciplinary Committee.

55. A staff member improperly solicited and received moneys from local citizens in exchange for their initial recruitment and continued service with the Organization.

Disposition: separation after advice of a Joint Disciplinary Committee.

56. Three staff members were arrested and charged by local authorities for using illegal drugs.

Disposition: written censure after waiver of referral to a Joint Disciplinary Committee.

57. A staff member failed to honour private legal obligations when requested to do so.

Disposition: a written censure after advice of a Joint Disciplinary Committee.

III. Summary of cases completed during the reporting period

58. The list below shows the summary of cases completed during the reporting period, including those that did not result in the imposition of a disciplinary measure. It should be noted that, owing to the time required to process disciplinary matters under established procedures, including the need in some cases to obtain further information after the initial investigation, the requirement to give staff members an opportunity to provide comments on charges of misconduct and referral of a case to a Joint Disciplinary Committee for advice, the figures reflect cases completed during the reporting period that had been referred to the Office of Human Resources Management prior to and during the reporting period.

Number of staff[a]	38 037
Number of cases completed during the reporting period	301
Summary dismissals	16
Other disciplinary measures after waiver of referral to a Joint Disciplinary Committee	15
Other disciplinary measures after advice of a Joint Disciplinary Committee	19
Administrative measures[b]	91
No action after disciplinary proceedings were initiated[c]	
(a) No action after a Joint Disciplinary Committee	14
(b) No action after receipt of staff member's comments on the allegations	81
Total	**95**
No action due to the case not being pursued[d]	15
No disciplinary or administrative action[e]	50

[a] As at 12 August 2009.

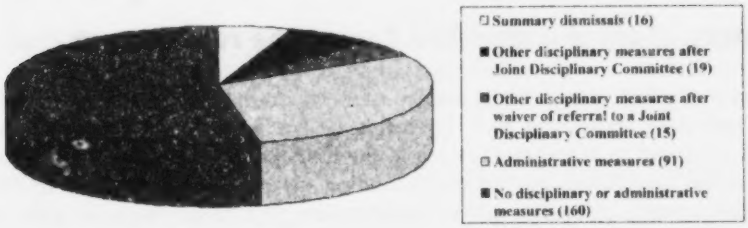
[b] Administrative measures include written or oral reprimands, warnings and letters of caution, all of which are important measures for upholding standards of proper conduct and promoting accountability. Additionally, where behaviour affects performance, the issue is addressed in the context of performance management, which may include training, counselling, withholding of salary increments and a non-renewal or termination of appointment.

[c] Where staff members were charged with misconduct and were given the opportunity to provide comments.

[d] Where a review of the dossier indicates the initiation of disciplinary proceedings is not warranted.

[e] The decision not to take disciplinary or administrative action is normally based on the separation of the staff member from service during the disciplinary proceedings or after the completion of the investigation owing to resignation, office-wide downsizing or death. A note is placed on the staff member's official status file.

Figure
Summary of cases completed during the reporting period


Summary dismissals (16)
Other disciplinary measures after Joint Disciplinary Committee (19)
Other disciplinary measures after waiver of referral to a Joint Disciplinary Committee (15)
Administrative measures (91)
No disciplinary or administrative measures (160)

IV. Criminal behaviour

59. In its resolution 59/287, the General Assembly requested the Secretary-General to take action expeditiously in cases of "proven ... criminal behaviour" and inform Member States on the actions taken. The Office of Legal Affairs has advised that criminal behaviour of staff members can be established only by competent authorities of Member States, in accordance with their criminal procedures. During the reporting period, four cases were reported where United Nations staff members had been subject to criminal proceedings by the competent national authorities of Member States:[7]

(a) A staff member was arrested and charged by local authorities for using illegal drugs. The staff member was convicted and sentenced by a local court to serve seven days of administrative arrest. The staff member served his sentence and was subsequently released by local authorities;[8]

(b) A staff member was arrested and charged by local authorities for using illegal drugs. The staff member was convicted and sentenced by a local court to serve 20 days of administrative arrest. The staff member served his sentence and was subsequently released by local authorities;

(c) A staff member was arrested and charged by local authorities for using illegal drugs. The staff member was convicted and sentenced by a local court. The staff member served his sentence and was subsequently released by local authorities;

(d) A staff member was convicted by the local authorities of possession of child pornography and smuggling prohibited images depicting explicit child pornography. The staff member pled guilty to both counts and was sentenced to 72 days in jail.[9]

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[7] The information may not represent the totality of criminal cases resulting in a conviction during the reporting period.

[8] With respect to this case and the cases set out in sub-paragraphs 59 (b) and (c) below, please refer to paragraph 56.

[9] The matter remains under review by the Administration.

United Nations ST/IC/2009/31

Secretariat

24 August 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the sixty-fourth session of the General Assembly**

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by Assembly resolution 57/301, the sixty-fourth session of the Assembly will open on Tuesday, 15 September 2009. Accordingly, from 15 September 2009 until the last day of the main part of the regular session of the Assembly, normal working hours will be eight and a half hours per day.

2. In accordance with Secretary-General's Bulletin ST/SGB/2003/4, heads of departments or offices may authorize flexible working arrangements, subject to exigencies of service. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the sixty-fourth session of the General Assembly until further notice, normal working hours will again be eight hours per day.

* Expiration date of the present information circular: 31 December 2009.

09-49197 (E) 270809

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United Nations ST/IC/2009/32

Secretariat

10 September 2009

Information circular*

To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue, 25 September 2009: "Millennium Development Goals" stamps**

Commemorative stamps

1. On Friday, 25 September 2009, the United Nations Postal Administration (UNPA) will issue a set of 24 commemorative stamps in a mini-sheet format of 8 stamps, each on the theme "Millennium Development Goals".

2. The stamps will be issued in denominations of $0.44, SwF 1.10 and €0.65. The stamps were adapted as stamps by Rorie Katz (United Nations, New York) and were printed in offset by the Lowe-Martin Group (Canada).

(United States equivalents: SwF 1.10: $1.01 and €0.65: $0.91, subject to exchange rate fluctuation.)

3. The stamp designs are based on the eight Millennium Development Goals and the underlying targets within each goal. The eight goals are: (a) eradicate extreme poverty and hunger; (b) achieve universal primary education; (c) promote gender equality and empower women; (d) reduce child mortality; (e) improve maternal health; (f) combat HIV/AIDS, malaria and other diseases; (g) ensure environmental sustainability; and (h) develop a global partnership for development.

* Expiration date of the present information circular: 25 December 2009.

09-50707 (E) 150909

Please recycle

General information

4. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Friday, 25 September, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) A temporary sales counter located on the east side of the Secretariat lobby in front of the windows between the cafeteria and the newsstand from 9 a.m. to 4 p.m.

5. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

6. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

United Nations ST/IC/2009/33

Secretariat

14 September 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2010**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2010, in accordance with the provisions of administrative instruction ST/AI/2000/4 of 5 April 2000.

Eligibility

2. Administrative instruction ST/AI/2000/4 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2010 sabbatical leave programme, section 2 of instruction ST/AI/2000/4 provides that the programme is "open to staff members with five years of service with the United Nations Secretariat and who are expected to serve for no less than two years after the completion of the sabbatical leave".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of the United Nations University contained in annex III.

* Expiration date of the present information circular: 31 December 2010.

09-51203 (E) 160909

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Application procedures

4. Each application must include the following documents:

(a) Application form contained in annex I to the present circular;

(b) Proposal describing the research project;

(c) Written endorsement by the head of department or office or chief mission support responsible for the work of the applicant during the proposed research or study project, which must be attached;

(d) Two signed letters of recommendation;

(e) Written correspondence on potential acceptance from the proposed sabbatical institution.

Applicants are requested to submit all of the above documents through their respective head of department or office or chief mission support to the Officer-in-Charge, Sabbatical leave programme, Room M-14033E, Learning, Development and Human Resources Services Division, Office of Human Resources Management, New York, NY 10017, by 17 November 2009.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the research or study project;

(b) Field of the research or study project;

(c) Rationale for the research or study project;

(d) Relationship of the research or study project to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study or research activities;

(g) Detailed methodology;

(h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;

(i) Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

6. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4. The terms of the proposal shall be binding for the staff member. Late or incomplete applications will not be considered.

7. Each applicant and his/her head of department or office or chief mission support will be informed of the decision of the Selection Committee. The selected

staff members will be requested to accept in writing the specified conditions of the award.

8. The application form contained in annex I is also available online in English and French (United Nations Intranet — Forms) as form P.298 (8-02)-E or -F (the English version is attached).

Annex I

Sabbatical leave programme application form

For 2010

Please complete this form and submit it to the Officer-in-Charge, Sabbatical leave programme, Room M-14033E, Learning, Development and Human Resources Services Division, Office of Human Resources Management, New York, New York 10017, together with your research or study project proposal, by 17 November 2009.

A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional title/field of work _____ Gender _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/division/office _____

Name of approving head of department or office or chief mission support (Director or above) _____

Duty station _____

Telephone _____ E-mail _____

EOD (Entry on Duty): Secretariat _____ EOD: Present duty station _____

Title of proposed research or study project _____

B. Background

1. Relevant work experience. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

2. University studies

Degree	*University/country*	*Area of study*	*Year graduated*

3. Recommendations: two letters of recommendation must be provided. These should be obtained from professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the research or study project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names, titles and institutional affiliations of the professionals who will be providing the letters of recommendation.

Name	*Titles*	*Institutional affiliations*

4. If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (attach an additional sheet if necessary).

☐ Teaching ☐ Research ☐ Publication

Date	*Subject matter*	*Institution/place*

C. Placement

5. Please indicate the name and address of the institution or organization in which you wish to carry out your research or study project. Please attach copies of any preparatory correspondence, between you and the institution, relevant to the proposed research or study project.

Name of institution/organization	*Address*

6. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (check as applicable):

☐ Adviser

☐ Office space

☐ Communication facilities (fax, telephone, computer)

☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder: A written endorsement by the head of your department or office or chief mission support must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

American Society of International Law

Arias Foundation for Peace and Human Progress

Center for Environmental Policy
Bard College

Center for the Global South
American University

Center of International Studies
Princeton University

Center on International Cooperation
New York University

Centre for Foreign Policy Studies
Dalhousie University

Centre for the Study of Globalisation and Regionalisation
University of Warwick

Centro de Estudios Internacionales
El Colegio de México

Centro de Investigación y Docencia Económicas A.C.

Dag Hammarskjöld Library
United Nations

Defence Forces Library
The Military College

Department of Political Science
University of Alberta

Department of Political Science
University of Lund

Dickey Center for International Understanding
Dartmouth College

Elliott School of International Affairs
George Washington University

Fletcher School of Law and Diplomacy
Tufts University

Global Affairs Institute
Syracuse University

Graduate Institute of International Studies
University of Geneva

Harvard College Library

Institute for Security Studies

Institute for the Study of International Organizations
Long Island University — Brooklyn Campus

Institute of Social Studies, The Hague

Institute of World Economy and International Relations

International Cooperation Research Association

International IDEA

International Institute for Labour Studies
International Labour Organization

International Peace Academy

Joan B. Kroc Institute for International Peace Studies
University of Notre Dame

Mershon Center
Ohio State University

Netherlands Institute of International Relations, "Clingendael"

Norwegian Institute of International Affairs

Ralph Bunche Institute for International Studies
City University of New York

Richard L. Walker Institute of International Studies
University of South Carolina

Stanley Foundation

Stiftung Entwicklung und Frieden Development and Peace Foundation

Thomas J. Watson Jr. Institute for International Studies
Brown University

United Nations Association of the United States

United Nations Research Institute for Social Development

United Nations Staff College

United Nations Studies at Yale
Yale University

United Nations University

United States Institute of Peace

Universidad Externado de Colombia

Annex III

United Nations University participating centres

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

1. **United Nations University headquarters, Academic Division, Tokyo**

   http://www.unu.edu

2. **United Nations University Institute of Advanced Studies, Yokohama, Japan**

   http://www.ias.unu.edu

3. **United Nations University World Institute for Development Economics Research, Helsinki**

   http://wider.unu.edu

4. **United Nations University Maastricht Economic and social Research and training centre on Innovation and Technology, Maastricht, the Netherlands**

   http://www.merit.unu.edu

5. **United Nations University Comparative Regional Integration Studies, Bruges, Belgium**

   http://www.cris.unu.edu

6. **United Nations University Institute for Environment and Human Security, Bonn, Germany**

   http://www.ehs.unu.edu

7. **United Nations University International Network on Water, Environment and Health, Hamilton, Canada**

   http://www.inweh.unu.edu

United Nations ST/IC/2009/34

Secretariat

11 September 2009

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the sixty-fourth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises and arrangements with respect to parking, catering facilities and commercial operations, during the sixty-fourth session of the General Assembly. Information specific to security arrangements for both the summit on climate change convened by the Secretary-General to be held on 22 September 2009, and the general debate, to be held from 23 to 30 September 2009, will be posted on iSeek for ease of reference.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited information media will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. In view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of building passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office/Administrative Unit. Staff members who arrive without their building passes will be directed to the UNITAR Building to obtain a day pass at the information desk in the lobby upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

Access at the 42nd and 46th Street entrances

3. During the sixty-fourth session, staff members, including those bearing only the United Nations laissez-passer, resident correspondents, physically challenged persons whose names are listed with the United Nations Medical Service and

* Expiration date of the present information circular: 11 September 2010.

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members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. They are not required to be cleared at a screening area and may proceed into the premises at the Library entrance upon presentation of a valid building pass. Owing to the heightened security arrangements currently in effect, the 46th Street entrance and screening area will be used by affiliates, representatives of non-governmental organizations, interns, members of the information media (excluding resident correspondents) and those who possess courtesy and temporary building passes. The aforementioned persons using the 46th Street entrance are required to pass through a magnetometer. The 46th Street entrance will be open daily from 8 a.m. to 7 p.m. On weekends and holidays and during non-business hours when the 46th Street entrance is closed, magnetometer and X-ray screening will be conducted at the Secretariat entrance.

4. All large packages brought into the premises by all categories of persons, including staff and delegates, will be subject to security inspection.

Access through the Delegates' Entrance

5. During the sixty-fourth session, the pedestrian gate at 45th Street and First Avenue will be closed to pedestrians. The Delegates' Entrance at 46th Street and First Avenue will be reserved for use by members of delegations bearing Protocol access cards and senior United Nations staff bearing gold-coloured building passes.

Pass and Identification Offices, UNITAR Building and Public Plaza

6. In preparation for the sixty-fourth session of the General Assembly, the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the screening and accreditation centre in a tent located on the Public Plaza. The days and hours of operation of these two Pass and Identification facilities will be as follows:

Date	*Hours of operation*
Saturday, 12 September	10 a.m.-6 p.m.
Sunday, 13 September	10 a.m.-6 p.m.
Monday, 14 September	9 a.m.-6 p.m.
Tuesday, 15 September	9 a.m.-6 p.m.
Wednesday, 16 September	9 a.m.-6 p.m.
Thursday, 17 September	9 a.m.-6 p.m.
Friday, 18 September	9 a.m.-6 p.m.
Saturday, 19 September	10 a.m.-8 p.m.
Sunday, 20 September	10 a.m.-8 p.m.

Date	*Hours of operation*
Monday, 21 September	12 noon-8 p.m. (Official United Nations holiday)
Tuesday, 22 September	7 a.m.-6 p.m.
Wednesday, 23 September	7 a.m.-6 p.m. (Main Pass and Identification Office and Media Tent)
Thursday, 24 September	8 a.m.-6 p.m.
Friday, 25 September	8 a.m.-6 p.m.
Saturday, 26 September	Closed
Sunday, 27 September	Closed
Monday, 28 September	9 a.m.-5 p.m.
Tuesday, 29 September	9 a.m.-5 p.m.
Wednesday, 30 September	9 a.m.-5 p.m.
Thursday, 1 October	9 a.m.-5 p.m.
Friday, 2 October	9 a.m.-5 p.m.
Saturday, 3 October	Closed
Sunday, 4 October	Closed
Monday, 5 October	Pass and Identification Office return to normal operations

As of Thursday, 1 October 2009, all pass and identification operations will return to the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue. The hours of operation will be from 9 a.m. to 4.30 p.m., Monday through Friday, until the last day of the main part of the sixty-fourth session of the General Assembly, when the hours of operation will revert to 9 a.m. to 4 p.m.

Access for members of the information media

7. Members of the media with valid United Nations building passes may use the Visitors' Entrance at 46th Street and First Avenue. Resident correspondents may continue to use the entrance at 42nd Street and First Avenue and are exempt from magnetometer screening. Both resident correspondents with equipment and non-resident correspondents with or without equipment must pass through security screening at the 46th Street and First Avenue entrance. Camera crew members accompanying resident and non-resident correspondents, as well as all types of temporary correspondents, may use only the 46th Street entrance, where they and their equipment will be subject to security screening.

Access to restricted areas

8. In accordance with established procedures, the second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in those areas and accredited members of the information media. In all cases, valid United Nations building passes will be required. Members of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of valid United Nations building passes and appropriate tickets issued for the day's meetings.

9. Access to the second floor of the General Assembly and Conference Buildings will be permitted only upon presentation of the appropriate colour-coded secondary pass, together with a United Nations building pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by Executive Offices/Administrative Units. Building passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

10. Access to the second-floor South Lounge will require a secondary access pass. At certain times, special arrangements temporarily restricting access to the South Lounge for brief periods of time may be in effect.

11. Depending on the availability of space, staff members, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

12. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the Visitors' Entrance at 46th Street and pass through magnetometer screening prior to admission to the building. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

13. During the general debate and special sessions of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. For the period of the general debate, the information and reception desk in the General Assembly Building lobby will be relocated to the UNITAR Building, 45th Street and First Avenue, 45th Street entrance. It will be the responsibility of each staff member to meet his or her guests at the information desk and to accompany them at all times. No guests will be permitted to enter restricted areas.

Tours

14. Regular guided tours will be suspended from 4 p.m. on Friday, 18 September, to the close of business on Wednesday, 30 September. On Thursday, 1 October, at 9 a.m., guided tours will resume and the building will reopen to the public.

Traffic in the Secretariat Circle

15. Only escorted motorcades will be allowed access through the gate at First Avenue and 43rd Street during the sixty-fourth session of the General Assembly.

Parking

16. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations building passes must leave the vehicle before it enters the premises.

17. All vehicles, including those belonging to the heads of delegation of the Permanent or Observer Missions to the United Nations, will be required to enter the garage via the 48th Street entrance. Vehicles may enter only through the 48th Street entrance between 6 a.m. and 8 p.m. and leave only through the 42nd Street exit from Monday to Friday. At all other times, including Saturdays and Sundays, vehicles must enter and exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

18. All vehicles entering the premises will be searched.

Dining room, other catering facilities and commercial operations

19. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Since the demand at 1 p.m. is usually heavy, staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations building pass or laissez-passer. From Tuesday, 22 September, to Wednesday, 30 September 2009, reservations for private dinners or receptions will be accepted only from Permanent and Observer Missions and from United Nations bodies. It should also be noted that during the period from 22 September to 30 September 2009, no guest without prior United Nations accreditation may be invited to those functions. As is customary, the Ex-Press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting or while a meeting is in progress.

20. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the fourth floor of the Secretariat Building; the United Nations Correspondents Association Club on the third floor of the Secretariat Building; the Vendery on the third floor of the General Assembly Building; the cafeteria on the third floor of the DC-1 Building; and the cafeteria located on the first floor of UNICEF House.

21. The hours of operation of the various facilities during the sixty-fourth session of the General Assembly will be as follows:

September 2009 to September 2010 (subject to requirements of the capital master plan; dates and times of catering facilities remain as provisional information)

Main cafeteria (Secretariat Building, first floor)	
Monday-Friday	8 a.m.-7.30 p.m.
Staff Café (Secretariat Building, fourth floor)	
Monday-Friday	12 noon-3 p.m.
Vendery (General Assembly Building, third floor)	
Seven days a week	Available 24 hours
North Lounge (Conference Building, second floor)	
Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.
Delegates' Dining Room (Conference Building, fourth floor)	
Monday-Friday	11.30 a.m.-2.30 p.m.
Café Austria (General Assembly Building, first basement)	
Monday-Friday	8 a.m.-6 p.m.
DC-1 cafeteria, third floor	
Monday-Friday	8 a.m.-6 p.m.
UNICEF cafeteria (UNICEF House, first floor)	
Monday-Friday	8.30 a.m.-4.30 p.m.
Coffee Shop (General Assembly Building concourse, first basement)	
Seven days a week	8.45 a.m.-4.45 p.m.
Gift Centre (General Assembly Building concourse, first basement)	
Seven days a week	9 a.m.-5.30 p.m.
United Nations Postal Administration stamp counter (General Assembly Building concourse, first basement)	
Seven days a week	9 a.m.-5.30 p.m.
Bookshop (General Assembly Building concourse, first basement)	
Seven days a week	9 a.m.-5.30 p.m.

United Nations ST/IC/2009/35

Secretariat

14 September 2009

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Arrangements for admission to the United Nations Headquarters during the Summit on Climate Change convened by the Secretary-General, to be held on 22 September 2009, and for the period of the general debate of the sixty-fourth session of the General Assembly, to be held from 23 to 30 September 2009**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the Summit on Climate Change convened by the Secretary-General, to be held on 22 September 2009. Due to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Tuesday, 22 September, through Wednesday, 30 September 2009. As conditions permit, this restriction may be eased by the host country law enforcement authorities. At the present time, it is expected that on the weekend of 19 and 20 September, First Avenue will be open to vehicular traffic.

2. The United Nations will be closed to the public from 4 p.m. on Sunday, 20 September, until close of business on Wednesday, 30 September 2009. During this period, regular guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on Thursday, 1 October 2009, when guided tours will resume a regular schedule.

3. During this period, individuals holding retiree passes, temporary (non-photo) passes, recreational club passes and courtesy passes (with the exception of Protocol courtesy passes) will not be given access to the United Nations complex. In addition, outside messengers and guests will not be admitted. This should be taken into account when scheduling all appointments and meetings during this period. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. It should also be noted that all bags entering the United Nations complex will be subject to search.

* Expiration date of the present information circular: 2 October 2009.

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Access through the Delegates' Entrance

4. During this period of heightened security, as a result of the constant flow of motorcades and other vehicular traffic, the usual pedestrian entrance for delegates at 45th Street and First Avenue will be closed for normal use. The south side of the 46th Street and First Avenue entrance will be reserved for pedestrian use by members of delegations and senior United Nations staff bearing gold-coloured building passes.

Access for representatives of non-governmental organizations, the media, staff, retirees, affiliates and interns

5. Representatives of non-governmental organizations, affiliates and interns will use the 46th Street crossing point and will be directed to the north side of the 46th Street and First Avenue entrance for security screening.

6. Representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket will have access to the premises on the day of the Summit on Climate Change (22 September 2009). During the remainder of the period of the general debate (23 to 30 September), representatives of non-governmental organizations will not be granted access to the premises.

7. A screening and accreditation centre has been installed in a tent located on the Public Plaza. Representatives of the media will use the 46th Street and First Avenue crossing point and will be directed to the Public Plaza facility for screening. They will pass through the accreditation tent on the Public Plaza and be directed to the flagpole stairs to enter the building through the North Garden doors.

8. Members of the media who are not yet accredited will be required to go through an accreditation and screening process at the Public Plaza facility. Magnetometer and X-ray screening of media equipment will be conducted at this facility. In connection with the closure of First Avenue, the traffic median (Press Island) at 46th Street and First Avenue will be used by satellite communication vehicles and their personnel.

9. Staff members, including those bearing only the United Nations laissez-passer, and physically challenged persons whose names are listed with the United Nations Medical Service will continue to have access through the entrance at 42nd Street and First Avenue.

10. Retirees will not be granted access to the premises from Sunday, 20 September, through Wednesday, 30 September 2009.

11. A number of side events are planned to take place from 22 to 30 September, and guests will be admitted to the premises provided they appear on the list of invitees. Area specific passes will be provided to these guests and they must possess valid photo identification.

Access to restricted areas

12. During the period Tuesday, 22 September, through Wednesday, 30 September 2009, access to the restricted areas will be given to those bearing United Nations building passes and the appropriate colour-coded access passes (secondary passes).

13. The bilateral meeting areas are located on the second, third and fourth balconies of the General Assembly Hall and in the General Assembly Building lobby. Those areas will be reserved for members of delegations and staff conducting official business and will require proper United Nations building passes for access. Conference Rooms 5 through 8 will be used for round tables during the Summit, and these rooms are included in the restricted areas that require secondary access cards for admission.

14. The North Lounge on the second floor of the Conference Building will be accessible to staff members with secondary passes who are conducting official business in the lounge during this period. The South Lounge will be utilized during this period as an area for delegations to hold informal interviews with the press. Therefore, access to the South Lounge is restricted to accredited members of the media and members of delegations invited for interviews.

15. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Closure of First Avenue

16. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to all vehicular traffic, with the exception of identified motorcades, from Monday, 21 September, through Wednesday, 30 September 2009. Delegations and staff members may cross First Avenue at 42nd Street, 46th Street or 49th Street, upon presentation of their building passes. The vehicular crossing point at 46th Street is expected to be particularly congested. A vehicular checkpoint will be established at Second Avenue and 46th Street. Staff members are advised to allow additional time to clear the checkpoint.

17. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only vehicular entry point to the premises will be through the crossing point at 49th Street and the FDR Drive, via the checkpoint at the south-east corner of 48th Street.

18. Staff members using the 46th Street crossing point will be directed to the 46th Street Visitors Gate. Staff members will enter the General Assembly Building from the Visitors Plaza, at the Canadian Doors, and will be routed downstairs through the Gift Shop area towards the Conference Building (first basement concourse level), and may proceed from there to their offices.

19. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the UNITAR Building on 45th Street and First Avenue (entrance on 45th Street).

20. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades of Heads of State and Government and high threat-level motorcades. The garage entrance at 48th Street will remain open 24 hours a day, from 5 a.m. on Tuesday, 22 September, until the close of business on Wednesday, 30 September

2009. The garage exit at 42nd Street will remain open 24 hours a day when First Avenue is closed to traffic during this period. When First Avenue reopens to traffic, vehicles may leave the garage through the up-ramp to the Secretariat Circle and exit at 43rd Street and First Avenue.

Alternative access route

21. Passenger vehicles with valid authorization to park in the United Nations garage will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance.

22. From Monday, 21 September, through Wednesday, 30 September, the following access routes will be in effect:

(a) Vehicles travelling south on Second Avenue should proceed to 45th Street in the right lane, make a right turn on 45th Street to Third Avenue; make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue. From that location, vehicles will be directed across Second Avenue to the 46th Street vehicular access route that leads to the 48th Street garage entrance;

(b) Whenever First Avenue is closed to vehicular traffic, authorized vehicles may utilize the established alternative route through which access can be gained to Headquarters by travelling southbound on the FDR Drive. Upon exiting the FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. This year, the route will be available from 5 a.m. on Monday, 21 September, through Wednesday, 30 September. During this period, the FDR Drive may be closed at intervals throughout the day.

Closure of the garage

23. For security reasons, the garage will be closed for parking from 8 p.m. on Monday, 21 September, and will reopen for authorized vehicles at 5 a.m. on Tuesday, 22 September. All vehicles must be removed not later than 8 p.m. on Monday, 21 September, until the reopening of the garage.

Alternative parking while the garage is closed

24. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Monday, 21 September, parking has been allocated in the following locations: both sides of First Avenue from 34th Street to 40th Street, west side of Second Avenue from 34th Street to 40th Street, and both sides of First Avenue from north of 49th Street to 52nd Street. Properly identified vehicles will be permitted parking in these locations from 8 p.m. on Monday, 21 September, to 7 a.m. on Tuesday, 22 September 2009. A special parking decal, which can be obtained from the Garage Administration, should be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government. Please note that parking at bus stops and hydrants and double-parking are not permitted.

Vehicle security checks

25. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Tuesday, 22 September, through Wednesday, 30 September. All

vehicles entering the garage will be searched. Significant delays should be expected. Staff are advised to limit the contents inside the vehicle to expedite security clearance.

Dining room, other catering facilities and commercial operations

26. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for Friday, 18 September, through Wednesday, 30 September 2009, will be as follows:

Cafeteria (Secretariat Building, first floor)

Friday (18 September)	8 a.m.-8.30 p.m.
Saturday (19 September)	9 a.m.-3 p.m.
Sunday (20 September)	Closed
Tuesday-Friday (22-25 September)	8 a.m.-8.30 p.m.
Saturday (26 September)	9 a.m.-3 p.m.
Sunday (27 September)	Closed
Monday-Wednesday (28-30 September)	8 a.m.-8.30 p.m.

Staff Café (Conference Building, fourth floor)

Friday (18 September)	12 noon-3 p.m.
Tuesday-Friday (22-25 September)	12 noon-3 p.m.
Monday-Wednesday (28-30 September)	12 noon-3 p.m.

Café Austria (Conference Building, first basement)

Friday (18 September)	8 a.m.-6 p.m.
Monday (21 September)	Closed
Tuesday (22 September)	8 a.m.-6 p.m.
Wednesday (23 September)	8 a.m.-6 p.m.
Thursday (24 September)	8 a.m.-6 p.m.
Friday (25 September)	8 a.m.-6 p.m.
Monday-Friday (28 September-2 October)	8 a.m.-6 p.m.

United Nations Correspondents Association Club

Friday (18 September)	9 a.m.-4 p.m.

Tuesday-Friday (22-25 September)	9 a.m.-4 p.m.
Monday-Wednesday (28-30 September)	9 a.m.-4 p.m.
UNDC-1 Cafeteria, third floor	
Friday (18 September)	8 a.m.-6 p.m.
Tuesday-Friday (22-25 September)	8 a.m.-6 p.m.
UNICEF Cafeteria (UNICEF House, first floor)	
Friday (18 September)	8.30 a.m.-4.30 p.m.
Tuesday-Friday (22-25 September)	8.30 a.m.-4.30 p.m.
North Delegates' Lounge	
Friday-Tuesday (18-23 September)	Closed

27. On 22 September, the Delegates' Dining Room will be closed. During the period 23 September through 30 September, the Delegates' Dining Room will be open daily except on the weekend from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the sixty-fourth session of the General Assembly. During this period, reservations for private dinners or receptions will be accepted only from Permanent and Observer Missions and United Nations bodies, and no guest without prior United Nations accreditation may be invited to such functions.

United Nations ST/IC/2009/36

Secretariat

22 September 2009

Information Circular*

To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue, 2 October 2009: "International Day of Non-Violence" stamp and Souvenir Card**

Definitive stamps

1. On Friday, 2 October 2009, the United Nations Postal Administration (UNPA) will issue a New York definitive stamp in the denomination of $1.00. The stamp image depicts an artistic rendition of Mahatma Gandhi and was designed by Dr. Ferdie Pacheco (United States of America).

2. The International Day of Non-Violence is marked on 2 October each year, the birthday of Mahatma Gandhi, leader of the Indian independence movement and pioneer of the philosophy and strategy of non-violence.

3. According to General Assembly resolution 61/271 of 15 June 2007, which established the commemoration, the International Day is an occasion to "disseminate the message of non-violence, including through education and public awareness". The resolution reaffirms "the universal relevance of the principle of non-violence" and the desire "to secure a culture of peace, tolerance, understanding and non-violence".

* Expiration date of the present information circular: 2 January 2010.

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Souvenir card

4. A special souvenir card on the theme "International Day of Non-Violence" will also be issued on 2 October 2009. The card depicts a block of four of the new stamps and carries a statement by Secretary-General Ban Ki-moon. The special souvenir card will only be available in "cancelled" format and is selling at $5.95 each.

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York first day covers on the UNPA official first-day cachets only. Members of delegations and the staff can obtain these items on Friday, 2 October, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) A temporary sales counter located on the east side of the Secretariat lobby between the cafeteria and newsstand in front of the windows from 9 a.m. to 4 p.m.

6. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

United Nations ST/IC/2009/37

Secretariat

22 September 2009

Information circular*

To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue, 8 October 2009: "Indigenous people" stamps and annual collection folders**

Commemorative stamps

1. On Thursday, 8 October 2009, the United Nations Postal Administration (UNPA) will issue a set of 18 commemorative stamps on the theme "Indigenous people". The stamps were designed by Stephen Bennett (United States of America).

2. The stamps, in a mini-sheet format of six stamps on each sheet, will be issued in denominations of $0.44, SwF 1.30 and €0.65.

(United States equivalents: SwF 1.30: $1.19 and €0.65: $0.91, subject to exchange rate fluctuation.)

3. The stamps in this series are:

Beach Baby, Seychelles, 2001; *Bario Baseball*, Malaysia, 2006; *Welcome to Beswick*, Australia 2003; *Karen Long Neck Bling*, Thailand, 2007; *Temple Rain Man*, Indonesia, 2006; *Break from Dancing*, United Republic of Tanzania, 2001;

* Expiration date of the present information circular: 8 January 2010.

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Charcoal and Blue Sky, Papua New Guinea, 2007; *Himba Super Model*, Namibia, 2001; *Whiskey and Dancing*, Namibia, 2001; *100 Mile Smile*, United Republic of Tanzania, 2001; *Akha Bracelet Lady*, Thailand, 2006; *Tavita the Ghost*, French Polynesia, 2000; *The Green Bead*, United Republic of Tanzania, 2002; *Wirrapanda Reconciliation Ceremony*, Australia, 2004; *Somehow Very Sure*, Namibia, 2002; *Bukat Prince*, Indonesia, 2006; *Sunset Braids*, Namibia, 2001; *Cotton Candy Turban*, United Arab Emirates, 2005.

4. Indigenous people are the inheritors and practitioners of unique cultures and ways of relating to other people and to the environment. Indigenous people have retained social, cultural, economic and political characteristics that are distinct from those of the dominant societies in which they live. Despite their cultural differences, the various groups of indigenous people around the world share common problems related to the protection of their rights as distinct peoples.

5. The landmark United Nations Declaration on the Rights of Indigenous Peoples, drafted and debated for more than 20 years, was adopted by the General Assembly of the United Nations in September 2007. The Declaration is the most comprehensive statement of the rights of indigenous peoples ever developed, giving prominence to collective rights to a degree unprecedented in international human rights law. It emphasizes the rights of indigenous peoples to live in dignity, to maintain and strengthen their own institutions, cultures and traditions and to pursue their self-determined development, in keeping with their needs and aspirations. The adoption of this Declaration is the clearest indication yet that the international community is committing itself to the protection of the individual and collective rights of indigenous peoples.

2009 annual collection folders

6. The New York, Geneva and Vienna annual collection folders of single mint stamps and souvenir sheets issued in 2009 will also be released on Thursday, 8 October 2009. It should be noted that the 2009 Endangered Species series stamps **will not** be included in the individual New York, Geneva or Vienna annual collection folders. They are contained in their own separate albums, previously issued in April 2009.

General information

7. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and staff can obtain these items on Thursday, 8 October, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) A temporary sales counter located on the east side of the Secretariat lobby in front of the windows between the cafeteria and the newsstand from 9 a.m. to 4 p.m.

8. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

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